

PRISM Notes for RCs and Reviewers

PRISM Support (800) 518-1932

March 9, 2007

PRISM Notes is periodic communication (focused on the use of PRISM software) sent to those involved in Head Start monitoring. It provides information on software upgrades, special alerts, timely tips for effective use, and updates on new training resources.

Important Updates

- See new release information below.
- Daylight savings time occurs this weekend and should not effect those using PRISM.

New Release Information

- A new version of PRISM software (2.1) will be released the evening of March 9, 2007. Reviewers are reminded that they must synchronize their PRISM software regularly, especially before a review, in order to ensure they have the most recent upgrades or new version of the software. If you need to install the PRISM 2007 software on your computer, or need guidance on synchronization, please visit www.headstartreviews.com and click on PRISM.
- Appendix A provides an overview of the recent changes. This release includes enhancements and new features to both PRISM Stand Alone and PRISM Web.

Software Usage Tips

- FAQ document. The PRISM software "Frequently Asked Questions" document is revised on an ongoing basis based on questions the PRISM Support team receives or in response to questions posed on webinars or in conference calls. New questions are indicated by an arrow. A new version was released on February 16 and is available online.
- Running PRISM from a flashdrive? It is not recommended that you run PRISM from a USB/Flashdrive. PRISM must be loaded onto a laptop to run effectively, however you may install the software from a USB/Flashdrive.



Training Opportunities

- New Reviewer Training: Introduction to Head Start Monitoring and Protocol. A training for new bilingual reviewers took place on Thursday March 8th, 2007. The presentation used in this webinar can be accessed through the "What's New" section on the PRISM website: http://www.acf.hhs.gov/programs/hsb/prism/index.htm.
- Software Webinars. Please mark your calendar for the second Thursday of every month (through June 2007, 1-2:30 p.m. EST) for future PRISM software webinars. Login information will be communicated to you via e-mail. The March 8 session is on "The Collaboration Functions and Shared Notes" within PRISM. If you miss the training, a recording of it as well as the presentation, is available online.
- OnDemand Software Tutorials. Have you tried the online, self-paced software tutorials? Topics include: adding notes, answering compliance questions, creating a finding, completing checklists, and assessing a follow-up review.
- Suggestions. We would like to know how we can best meet your training needs. Please send an e-mail with suggestions for additional training topics to support@prismreview.com (with "Training" in the subject line)

PRISM software information referenced here can be found online at www.headstartreviews.com (click on the PRISM button, then PRISM software and training). On the PRISM software page you can also find recordings of training webinars, self-paced tutorials, guidance documents, archived editions of "PRISM Notes" as well as PRISM Support Help Desk hours and contact information. The PRISM Support Help Desk email is support@prismreview.com.

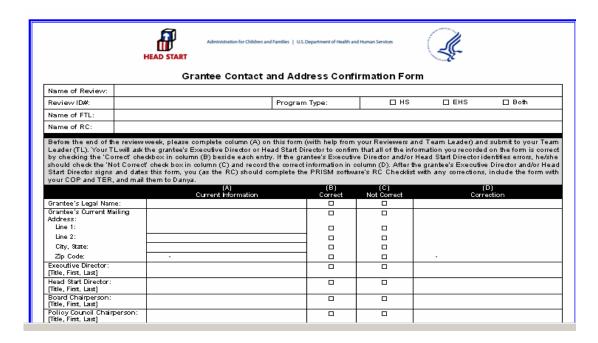


Appendix A

PRISM 2007 Software Release 2.1 (FTL)

Release 2.1 includes the following changes to the Stand Alone and Web:

- Report Coordinator Checklist and Grantee Form (Stand Alone)
- **Protocol Tab Filter (Stand Alone)**
- **New PDM Question in Subsection VI**
- Safe Environments Questions 1A. 1B. and 1C
- I. Report Coordinator Checklist and Grantee Form
 - A. The Grantee Form can now be printed from within PRISM Stand Alone software. This form matches the paper form Report Coordinators have previously received by mail (pictured below). The paper forms will no longer be mailed to the RC but will, instead, be printed from the software.

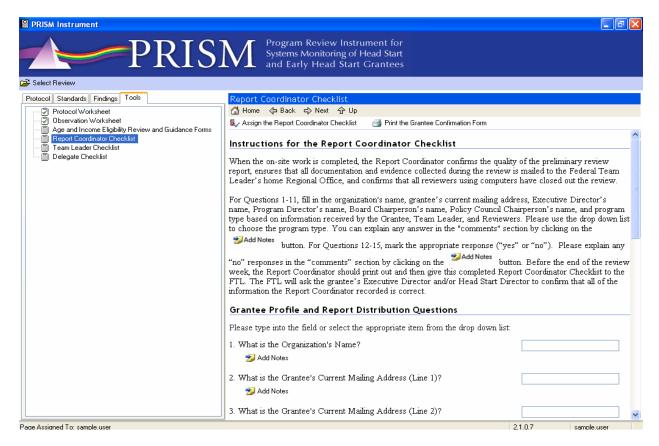


B. On each review you coordinate, please first complete the "Grantee Profile and Report Distribution Questions" in the Report Coordinator Checklist, located under the tools tab. Print the Grantee Contact and Address Confirmation Form from the PRISM software. Column (A) will include the



information you entered on this form. Submit this form to your Team Leader. Your Team Leader will ask the grantee's Executive Director or Head Start Director to confirm that all of the information you recorded on the form is correct by checking the 'Correct' checkbox in column (B) beside each entry. If the grantee's Executive Director and/or Head Start Director identifies errors, he/she should check the 'Not Correct' check box in column (C) and record the correct information in column (D). After the grantee's Executive Director and/or Head Start Director signs and dates this form, you (as the RC) should then enter the correct information into PRISM Report Coordinator Checklist. Please continue to return the signed form with your COP and TER, and mail them to Danya.

The Report Coordinator Checklist in the Tools Tab of PRISM 2.1 matches the fields contained in column A on the printed form.

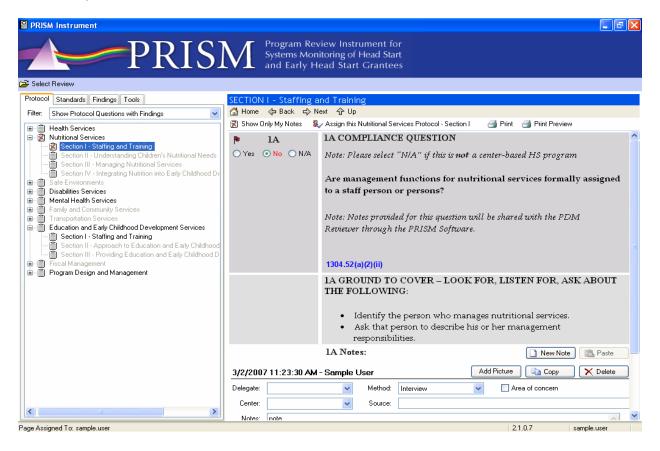




II. Protocol Filter Tab (Stand Alone)

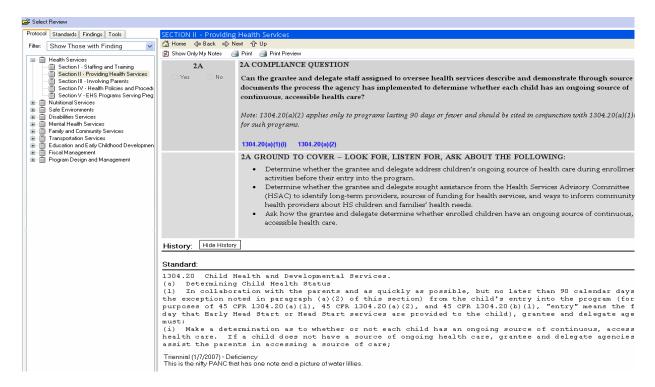
A. This filter function is found on the Protocol Tab in PRISM Stand Alone. The default is set to Show All. The reviewer has the option to select "Show All Questions Associated with Findings" from this filter. The filter, when enabled, will display all Protocol Questions that have been associated with Findings. This function allows the reviewer to see only those questions with findings.

The Protocol Filter tab allows the reviewer to see what questions in the protocol are associated with findings.





During a follow up review, the reviewer can see the history from a previous review (triennial or other review) and the standard citation.



III. **New PDM Question in Subsection VI**

- A. A new "Eligibility, Enrollment, and Attendance" compliance question (6E) has been added to the PDM section.
- IV. Safe Environments Questions 1A, 1B, and 1C
 - A. N/A has been added as an option to Safe Environments compliance questions 1A, 1B, and 1C.

Please call PRISM Support (1-800-518-1932) if you have any questions.

